Email   **Saroj Sharma Sharma**

Three days online training programme on "Introduction to SAT Courses (SAT-01)" to be held from 23rd to 25th May, 2022.

From : ISTM <noreply-istm@nic.in>   Wed, May 18, 2022 09:43 AM

Subject : Three days online training programme on "Introduction to SAT Courses (SAT-01)" to be held from 23rd to 25th May, 2022.

To : estt-culture@gov.in

Reply To : ISTM <deepakkumar.bist@gov.in>

फा.सं / FILE NO:Y-14048/1/2022-ISTM

भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)
कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING
कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दिनांक / **Date:** **10 .3 .2022**

To
   Secy. to the Govt. of India (All Ministries / Departments)
   All Attached & Subordinate Offices
   All State Governments / All Union Territories
   The Central Vigilance Commission / Election Commission of India / UPSC
   All Public Sector Undertakings / All Autonomous Bodies

Subject: **Three days online training programme on "Introduction to SAT Courses (SAT-01)" to be held from 23rd to 25th May, 2022.**

Sir/Madam,

        I am directed to say that online training programme on **"Introduction to SAT Courses(SAT-01)"** will be conducted at this Institute from **23rd to 25th May, 2022** (**3 Days**). Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure.**

2.   Nomination form for the workshop may be filled online at **https://www.istm.gov.in/home/online_nomination_form**. It may kindly be noted that it is mandatory to fill form online.   However, **the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online**. The sponsoring authority letters may be sent separately by Email / Speed post**.**

3.   While making nominations, the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **22th April, 2022.**

4.   Since the training programme will be held through **ONLINE MODE**, participants will be attending the course from their respective office/home, thus there is no need to visit this institute to attend the training programme. The participants should have access to a Laptop/ Desktop with good internet connectivity to pursue the programme. The list of accepted nominations   will   be   uploaded   on   the   website **https://www.istm.gov.in/home/view_all_nomination_acceptance** before starting of the course and no separate communication by post would be issued. Hence, the e-mail ID and Mobile numbers of both the nominee and the sponsoring authority are compulsory.

Enclosure: Annexure

Yours faithfully,

Sd/-

(**Deepak Kumar Bist**)

Joint Director & Course Director

Email ID: deepakkumar.bist@gov.in

Tel: 01126737604/26737622

COURSE BROCHURE

Introduction to SAT Courses

(23rd-25th May, 2022)

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(AN ISO 9001:2015 INSTITUTION)

Institute of Secretariat Training and Management

The Institute of Secretariat Training and Management (ISTM) was established in May 1948. Over the years, ISTM has emerged as a premier Central Training Institution in training of Officers working in the Central Secretariat, State Governments/ Union Territories, Public Sector Enterprises (PSEs) and Autonomous Bodies.

Central Secretariat is at the apex level of governance in the country and the officers and staff posted in the Central Secretariat not only monitor the National flagship

programmes and projects but also help formulate, review and monitor the implementation of public policies. The role of officers posted in Central Secretariat therefore calls for high quality, dedication and expertise in the allotted areas.

Central Secretariat utilizes a diverse set of talent pool of officers and ISTM celebrates this diversity by providing training across a broad range of subjects to a large number of officers from various civil services having a variety of functional specializations.

ISTM has long experience in imparting quality training programs using state of the art training techniques providing the participants an environment supportive for accelerated learning. To do so, ISTM uses learner-centric and interactive methods like case studies, group discussions, brainstorming and learning through modelling and games etc.

ISTM aims at excellence in the quality of its content, methodology and effective in design and delivery of learning resources. It continuously strives to set the highest benchmarks in effective instructions design, engaging best-in-class resources and utilizing the user feedback to constantly improve the learning experience.

Over the years, the Institute has developed the in-house expertise in facilitating the skill development and behavior modification for improving organizational effectiveness.

ISTM is envisioned to play an important part in the capacity building initiative of Mission Karmayogi by strengthening its professional capacity so as to develop the framework for the Role based Competency model.

Training Programmes & Activities

Cadre Training Programmes
- Implementation of Cadre Training Plan mandated by DoPT
- Foundation and Midcareer training for CSS & CSSS

Thematic Training Programmes (Calendared & Customized)

Administrative Rules and Procedures
- Administrative Vigilance
- Establishment Matters
- Reservation in Services
- Noting & Drafting
- Handling Parliamentary Work
- Handling of CAT/Court Cases
- Preparation of Cabinet Notes
- RTI Act, 2005 & POSH Act, 2013

Financial Management
- GeM and Public Procurement
- Project Management
- Cash & Accounts

- Public Private Partnership
- Drafting of EFC/ PIB proposals

Computer Applications
- MS Office Suite
- e-Office
- Big data Analytics
- Emerging Technologies in Government
- Statistical Tools and Techniques

Public Policy
- Formulation of Public Policy
- Sustainable Development Goals
- Strategic Planning
- Citizen-centric Service Delivery
- Good Governance

Organizational Management
- Human Resource Management
- Knowledge Management
- Organizational Behaviour in Government
- Team Building and Leadership

Trainer Development Programmes
- Direct Trainer Skills and Design of Training
- Implementation of National Training Policy
- Development programme for Recognized and Master Trainer

Consultancy Project Work
- Manpower/Work Study/Cadre Restructuring
- Third party audit of proactive disclosure
- Training Need Analysis

Annexure-I

<u>INTRODUCTION TO SAT COURSES</u>

<u>Course Information Sheet</u>

Title : **Online training programme on "Introduction to SAT Courses (SAT-01)**

Duration : **3 days** (**23rd to 25th May, 2022**)

Objectives: At for engage of the training, the participants will be able to: **-**

- Describe stages of Systematic Approach to Training;

- Process of Training need analysis and Role of Training Manager;

- Describe process of identifying Competencies and Competent Building Products for better efficiency of the organisation; and

- Describe tools for assessment of competencies (performance)

METHODOLOGY

The programme will be organised on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies. Discussion on actual problems faced in dealing with specific cases.

ELIGIBILITY CONDITION –

Group "A" & "B" Officers

COURSE CAPACITY:

The maximum number of participants that can be admitted to the Course is 50.

Course Fee and Other Expenses:

A course fee of **Rs. 3,000/-** (Rupees Three Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Course fee is required to be paid through a Crossed Cheque/Bank Draft in favour of **"PAO (DP & AR)", New Delhi.** The course fee may be sent by speed post in advance **after the participation is confirmed and communicated to the participants** before the commencement of the course. If the course fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

NOMINATIONS FOR THE COURSE:

Print out of the online nomination forms duly signed by the Sponsoring Authority should reach the course coordinator at the following address.

Shri Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Room No. 104, Administrative Block, JNU Campus (Old)

Olof Palme Marg, New Delhi –110067.

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. **www.istm.gov.in.** They may be relieved only after display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e.** **www.istm.gov.in**

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केन्द्रीय जल आयोग
प्रशिक्षण निदेशालय

Government of India
Ministry of Jal Shakti
Department of WR, RD&GR
Central Water Commission
Training Directorate

OFFICE ORDER

Sub: Nomination of CWC Officers in online Training Programmes /workshops/ conferences being organized by other agencies-reg.

In continuation of this office order No: **A-33022/70/2020-TRNG DTE/I/25567/2020 dated: 03.08.2020 (copy enclosed), it is reiterate that** in addition for the events where there is no course fee involved, being organized offline or online by Institute of Secretariat Training & Management (ISTM), Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training (DoPT), the Officers of CWC with the approval of Chief Engineer Concerned may apply online at ISTM website for the events available on their training calendar with in the timeline for making application. The applications of officers so downloaded after registration may be consolidated at regional level and sent to the Training Directorate, CWC, New Delhi for record/taking further necessary action, if required.

2.   Guidelines/ orders issued by the Ministry of Home Affairs, MoH&FW, DoPT and State Governments/UT Administrations/District authorities from time to time for preventive measures to contain the spread of COVID-19, to be followed scrupulously on all above events.

Signed by Venkateswarlu E.
Date: 12-01-2022 18:11:55
Reason: Approved

(Venkateswarlu E.)
Dy. Director (Training)

Copy for kind information to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS/PS to Member-WP&P/RM/D&R, CWC, New Delhi.
3. All the Chief Engineers of field Organisations/Head quarters of CWC.
4. Director, TC/D&R/WP&P/RM Coordination Dte./Finance/Adm/Est-I,II, CWC, New Delhi.
5. Secretary, CWC, New Delhi.

नई लाइब्रेरी बिल्डिंग,
राम कृष्ण पुरम, नई दिल्ली : 110066
दूरभाष : 011-29583531,
ईमेल:trngdte@nic.in
💧 जल संरक्षण – सुरक्षित भविष्य 💧

New Library Building
R.K.Puram, New Delhi:110066
Tel:011-29583531
Email: trngdte@nic.in
💧 **Conserve Water - Save Life** 💧

Government of India
Central Water Commission
Training Directorate

N0. A-33022/70/2020-TRNG DTE/   Date:
03.08.2020

Office Order

Due to COVID-19 pandemic situation, most of the Trainings/ Conferences/ Workshops/ Seminars, etc are being organized by different organizations through Online/ Distance Learning mode. It has been decided with the approval of Chairman, CWC that any CWC officer/staff interested to join such online events for which there are no participation/registration charges, may do so with the consent of his / her controlling officer, and the specific cases need not be sent to Training Directorate for approval of Chairman, CWC. The respective controlling officers may give necessary permission by ensuring that the required office work does not get hampered.

Signature Not Verified

Digitally signed by
VENKATESWARLU E.
Date: 2020.08.03 18:51:05
IST

(E.Venkateswarlu)
Dy. Director (Training)

Copy to:
1. Sr. PPS to Chairman, CWC, New Delhi.
2. Sr. PPS/PPS to Member RM/WP&P/D&R, CWC, New Delhi.
3. All the Chief Engineers, CWC.
4. Director (Co-ordination), RM/WP&P/D&R, CWC, New Delhi.
5. Secretary, CWC, New Delhi.
6. All the Directors/SEs, CWC.
7. All the staff of CWC
8. Steno(Trng Dte.) to upload this order on CWC website.